

NON-VDOT ADMINISTERED PROJECTS (NVAP)  
GUIDE – MARCH 2020



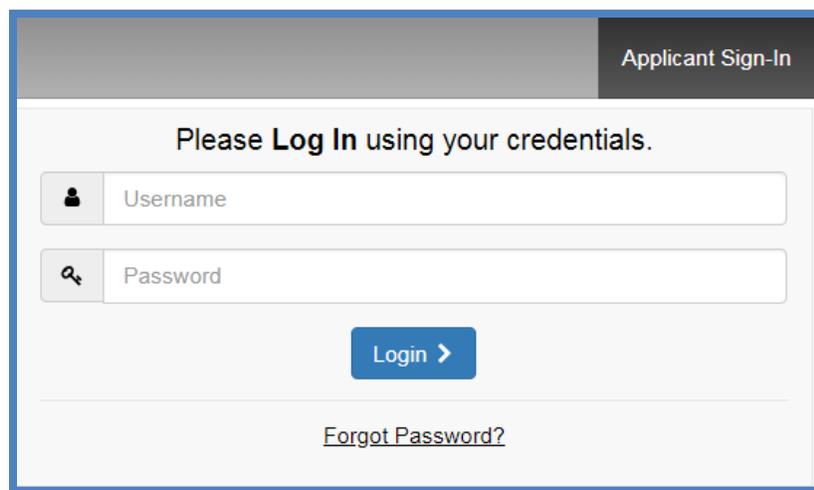
Localities deliver a significant number of the projects in Virginia. As part of the new VDOT Dashboard, implemented July 1<sup>st</sup>, 2018, all projects require status updates throughout the construction phase, ensuring transparency of the on-budget and on-time project performance in the delivery of the project.

For projects that Localities manage, Local governments are required to provide general construction contract and progress information via the SMART Portal Non-VDOT Administered Projects (NVAP) application module. Updates are required during construction for all SMART SCALE projects and for all other projects awarded on or after July 1<sup>st</sup>, 2018. This user guide provides instructions to the Local Users to navigate through the process.

Locality staff assigned to update projects will need to coordinate with their respective Locality SMART Portal Point of contact (POC) to establish and verify their account, add the NVAP module permission, and to address other questions that may arise. If the Locality staff do not have access to the SMART Portal or the NVAP module is not displaying information after logging in, an account and/or NVAP permissions will need to be established. Additionally, VDOT districts also have SMART Portal POC's that may assist when the locality POC is unavailable.

Once the Locality user's SMART Portal account is established and the NVAP permissions are granted, the following steps provide the necessary information for logging-in and successfully entering construction information.

Access the SMART Portal Log-in screen at: <https://smartportal.virginiahb2.org/#/> (Refer to Picture 1)



Applicant Sign-In

Please Log In using your credentials.

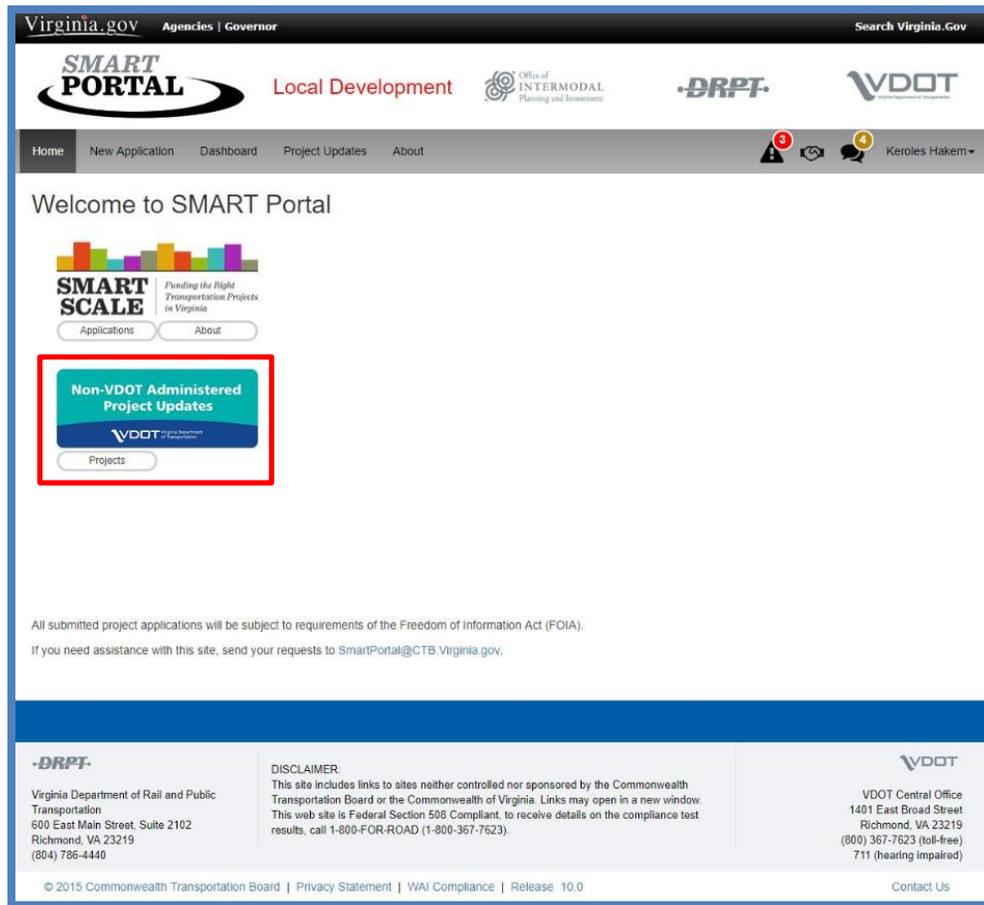
Username

Password

Login >

[Forgot Password?](#)

Picture 1 – Applicant Sign-In



Picture 2 – SMART PORTAL Home Page

Existing project information is leveraged from VDOT’s Project Pool application and 14 fields are pre-populated in NVAP. To establish a complete contract record, the Local User must enter information in the following fields in NVAP:

1. Construction Company;
2. Original Contract Completion Date;
3. Type of Work;
4. Contract Award Amount

Contract Milestones are documented if identified in the contract, or at the discretion of the Responsible Charge Engineer. The following three fields in NVAP require updates every 30 days:

1. Current Contract Completion Date;
2. Current Contract Amount;
3. Cost of Work to Date

Monthly updates conclude with documentation of the Contract Acceptance Date, indicating that the punch list items have been completed, the contract is finished, and all work has been accepted.

For a quick start, Locality users can refer to the one pager – NVAP Locality Job Aid in the below screenshot.

## NVAP Locality Job Aid

**Within 10 business days after the project is awarded,** localities must enter the following information directly in NVAP:

- Type of Work
- Construction Company
- Original Contract Completion Date
- Current Contract Completion Date
- Contract Award Amount
- Current Contract Amount
- Cost of Work to Date

The screenshot shows a form with the following fields:

- Type Of Work (dropdown menu)
- Construction Company (text input)
- Original Contract Completion Date (calendar icon)
- Current Contract Completion Date (calendar icon)
- Contract Award Amount (currency input)
- Current Contract Amount (currency input)
- Cost of Work to Date (currency input)
- Contract Acceptance Date (calendar icon)
- DDOT Project Coordinator (text input: Craig Manges)
- DDOT Project Coordinator Phone (text input: (540) 375-0144)
- DDOT Project Coordinator Email (text input: Craig.Manges@VDOT.Virginia.gov)
- Locality Project Manager (text input: Craig Manges)
- Locality Project Manager Phone (text input: (540) 375-0144)
- Locality Project Manager Email (text input: Craig.Manges@VDOT.Virginia.gov)

Red error messages indicate: "Type Of Work is required to submit", "Construction Company is required to submit", "This field is required to submit" (for dates and amounts), and "Contract Award Amount is required to submit", "Current Contract Amount is required to submit", "Cost of Work to Date is required to submit".

Field Name	Definition
Type of Work	Select from dropdown menu.
Construction Company	Contractor awarded the contract.
Original Contract Completion Date	Project construction completion date specified on awarded contract.
Current Contract Completion Date (*Monthly)	Original contract completion date plus any approved time modifications due to change orders
Contract Acceptance Date	Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date). C-5 should be signed by the locality and VDOT project coordinator.
Contract Award Amount	The amount of the contract value awarded to the contractor. This is the amount on the executed contract. (does not include CEI or contingencies)
Current Contract Amount (*Monthly)	The contract award amount plus any approved modifications due to change orders.
Cost of Work To Date (*Monthly)	Total amount of all approved contractor expenditures / invoices since the award of the contract.

**Monthly:** localities must update the following information in NVAP:

- Current Contract Completion Date
- Current Contract Amount
- Cost of Work to Date
- Include any comments to describe project delays or increases to contract amount since last monthly update.

**Project Completion:** localities must update the following information in NVAP:

- Cost of Work to Date
- Contract Acceptance Date

NOTE: Once contract acceptance date is entered no additional updates will be allowed.

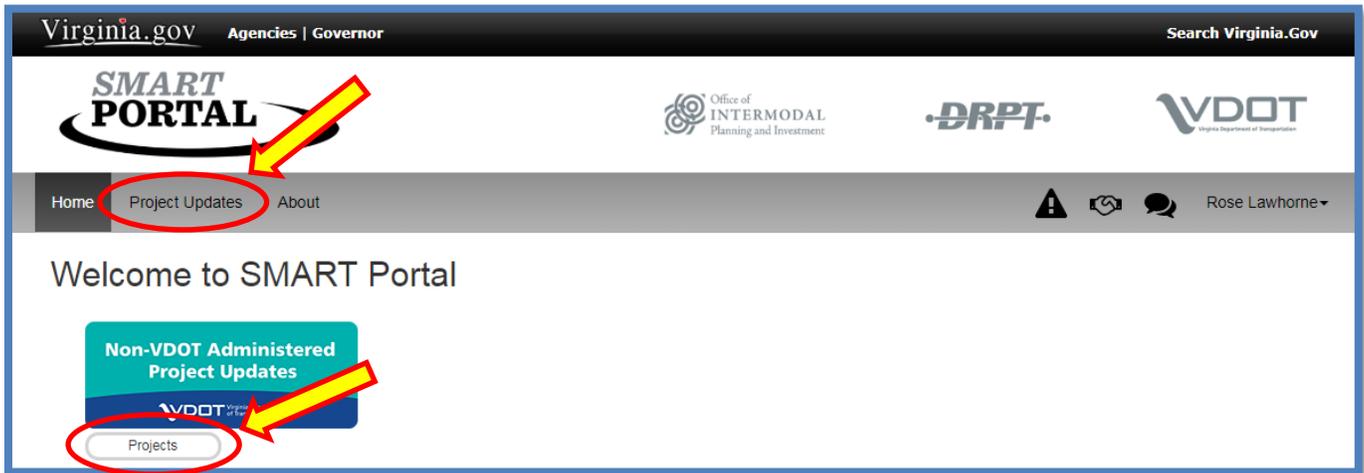
For more information please see:

[NVAP Users Guide](#)

Picture 3 – NVAP Locality Job Aid

## ACCESSING PROJECTS

Selecting the “Project Updates” link on the menu bar or the “Projects” button under the NVAP icon, will transition the user to a list of the Non-VDOT Administered Projects associated with their Locality or District depending on the user’s selection. (Refer to Pictures 4, 5 and 6)



Picture 4 – Accessing List of Projects

The Local User View in the below picture shows all active construction contracts within the User’s Locality.

UPC	Description	Organization	Last Updated	Update Due	Status
101020	#HB2.FY17 RTE 10 (BERMUDA TRIANGLE RD TO MEADOWVILLE RD)	Chesterfield County		06/08/2018	Past Due
101028	RTE 600 (Matoaca/Hickory) - ROUNDABOUT	Chesterfield County		06/10/2018	Past Due
102952	RTE 10 (I-95 - Rt 1) - WIDENING	Chesterfield County		06/14/2018	Due Tomorrow
104886	RTE 360 -(at Spring Run Rd) INTERSECTION IMPROVEMENTS	Chesterfield County		06/18/2018	Due in 5 days
104889	RT 10 (Whitepine to Frith) WIDENING	Chesterfield County		06/14/2018	Due Tomorrow
104890	RTE 360 E (Lonas Pkwy to Castle Rock Rd) - WIDENING	Chesterfield County		06/08/2018	Past Due
105648	RTE 618 (Old Bermuda Hundred/Permillia Sp.) - RECONSTRUCTION	Chesterfield County		06/14/2018	Due Tomorrow
107059	RTE 604 (Genito/Otterdale) - CONSTRUCT ROUNDABOUT	Chesterfield County		06/12/2018	Past Due
107083	RTE 621 (Winterpock, 360-Royal Birkdale) - MAJOR WIDENING	Chesterfield County		06/16/2018	Due in 3 days
107086	RTE 647 (Hicks Rd, Mt. Gilead-Cardiff Ln) - RECONSTRUCTION	Chesterfield County	06/11/2018	07/11/2018	Completed
107087	RTE 652 (Otterdale Rd./Old Hundred Rd.) - ROUNDABOUT	Chesterfield County	06/12/2018	07/12/2018	Current

Picture 5 – List of Projects (Local User View)

The VDOT Project Coordinator list, as shown below, provides filter options to narrow the list to specific projects or areas of interest.

The screenshot shows a web application interface for 'Non-VDOT Administered Projects'. At the top, there are navigation links for 'Home', 'Project Updates', and 'About', along with a user profile 'rose lawhorne'. The main heading is 'Non-VDOT Administered Projects'. Below this, there are four filter sections: 'UPC / Description' (text input), 'Organization' (dropdown menu), 'District' (dropdown menu), and 'Status' (dropdown menu). There is also a 'Display Archived' checkbox and a 'Clear Filters' button. The main content is a table with the following data:

UPC	Description	Organization	Last Updated	Update Due	Status
100501	Route 1 and Westover Avenue intersection	Colonial Heights City		06/18/2018	Due in 5 days
101020	#HB2.FY17 RTE 10 (BERMUDA TRIANGLE RD TO MEADOWVILLE RD)	Chesterfield County		06/08/2018	Past Due
101028	RTE 600 (Matoaca/Hickory) - ROUNDABOUT	Chesterfield County		06/10/2018	Past Due
101287	DUPUY AVE - MINOR WIDENING	Colonial Heights City		06/08/2018	Past Due
101288	LAKEVIEW AVE - MINOR WIDENING	Colonial Heights City		06/14/2018	Due Tomorrow
102928	MAPLE ST - IMPROVE DRAINAGE	Hopewell City		06/06/2018	Past Due
102952	RTE 10 (I-95 - Rt 1) - WIDENING	Chesterfield County		06/14/2018	Due Tomorrow
102970	CHERRY GARDENS - STORMWATER UTILITY - PHASE 2	Richmond City	06/07/2018	07/07/2018	Current

Picture 6 – List of Projects (VDOT Project Coordinator View)

Select a project in the list to review or update by clicking on any field. Once selected, NVAP will transition to the Non VDOT Administered Project Update Form. Picture 7 (below) is the view an application user will see while accessing a project for the first time. Some of the pre-populated information can be edited (contact, phone number and email address). It is important to keep this information updated since reminders that an update is needed or an update has been made are sent to the identified contacts. To edit the information on the form click the “Edit Project” button.

### Viewing Non VDOT Administered Project Update Form

Project UPC: 108497

Update Due: 06/05/2018 @ 5:00PM

[Edit Project](#)

[Project Info](#) [Milestones](#)

**Project Info**

UPC 108497	Organization Fairfax County	District NOVA	Residency FAIRFAX
Contract ID	Road System Primary	Route 0050	Administered By Locally

Description ROUTE 50 SIDEWALK FROM WOODLAWN AVE TO CHURCH PARKING LOT	Is archived? No	Project Team Site	
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Type Of Work	VDOT Project Coordinator Mauricio Felix	VDOT Contact Phone (703) 259-2205	VDOT Contact Email VDOT_Test@Mailinator.com
Construction Company	Locality Project Manager Jeanmarie Roberson	Locality Project Manager Phone (703) 877-5740	Locality Project Manager Email Jeanmarie.Roberson@fairfaxcoun

Original Contract Completion Date	Current Contract Completion Date	Contract Acceptance Date
Contract Award Amount	Current Contract Amount	Cost of Work to Date

Comment

[Milestones](#)

Picture 7 – Viewing Project Update Form

If this is the first time updating NVAP, the original contract completion date and the current contract completion dates are likely the same. The original contract award amount and current contract amount are likely the same as well. For the Cost of Work to Date, if no expenditures have occurred, input \$0. Once the contract is underway and change orders are issued/approved, the dates and amounts for the aforementioned fields may change. (Refer to Picture 8)

When editing a project in NVAP, the title of the form changes to “Editing Non VDOT Administered Project Update Form”. The required fields have indicators below them and are highlighted in red. **For the first update**, there are seven required fields. (Refer to Picture 8)

1. If you do not have all of the required information to complete the form, you can return to the view screen by clicking the “View Project” button at the top of the page.
2. Each field has an information icon. Users can hover over the  icon to display the definition for that field. (Refer to Picture 8)
3. If you have the required information, you can enter the data and click the “Submit Update” button.

Submitting an update will result in an onscreen acknowledgement that the update has been successfully submitted.

4. If you have contract milestones to add for this project click “Next” to transition to the page where milestones are entered.

# Editing Non VDOT Administered Project Update Form

Project UPC: 108497  
Update Due: 06/05/2018 @ 5:00PM

View Project 1

District 2

UPC ⓘ 108497	Organization ⓘ Fairfax County	District ⓘ NOVA	Residency ⓘ FAIRFAX
Contract ID ⓘ <input type="text"/>	Road System ⓘ Primary	Route ⓘ 0050	Administered By ⓘ Locally

Description ⓘ  
ROUTE 50 SIDEWALK FROM WOODLAWN AVE TO CHURCH PARKING LOT

Is archived?  No  Yes

Project Team Site ⓘ

Type Of Work ⓘ <input type="text"/> <small>Type Of Work is required to submit</small>	VDOT Project Coordinator ⓘ Mauricio Felix	VDOT Contact Phone ⓘ (703) 259-2205	VDOT Contact Email ⓘ VDOT_Test@Mailinator.com
Construction Company ⓘ <input type="text"/> <small>Construction Company is required to submit</small>	Locality Project Manager ⓘ Jeanmarie Roberson	Locality Project Manager Phone ⓘ (703) 877-5740	Locality Project Manager Email ⓘ Jeanmarie.Roberson@fairfaxcount

Original Contract Completion Date ⓘ <input type="text"/>	Current Contract Completion Date ⓘ <input type="text"/>	Contract Acceptance Date ⓘ <input type="text"/>
<small>This field is required to submit</small>	<small>This field is required to submit</small>	
Contract Award Amount ⓘ <input type="text"/>	Current Contract Amount ⓘ <input type="text"/>	Cost of Work to Date ⓘ <input type="text"/>
<small>Contract Award Amount is required to submit</small>	<small>Current Contract Amount is required to submit</small>	<small>Cost of Work to Date is required to submit</small>

Comment ⓘ

Submit Update 3

Next 4

Picture 8 – Editing the Project Update Form

Picture 9 (below) provides a list of fields that are required to have information entered in NVAP and their definitions.

Field Name	Definition
Type of Work	Select from dropdown menu.
Construction Company	Contractor awarded the contract.
Original Contract Completion Date	Project construction completion date specified on awarded contract.
Current Contract Completion Date (*Monthly)	Original contract completion date plus any approved time modifications due to change orders
Contract Acceptance Date	Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date). C-5 should be signed by the locality and VDOT project coordinator.
Contract Award Amount	The amount of the contract value awarded to the contractor. This is the amount on the executed contract. (does not include CEI or contingencies)
Current Contract Amount (*Monthly)	The contract award amount plus any approved modifications due to change orders.
Cost of Work To Date (*Monthly)	Total amount of all approved contractor expenditures / invoices since the award of the contract.

*Picture 9 – Field Names and Definitions*

## ENTERING MILESTONES

After clicking “Next” on the Editing Non VDOT Administered Projects page, users transition to a screen that allows the entry of project milestones. Again, the required fields have indicators below them and the information icons provide definitions for each field.

Adding milestones, other than those specifically identified in the contract, is at the discretion of the Responsible Charge Engineer. Milestone Descriptions should communicate to the public major activities, such as paving, shift in traffic lanes, etc. Also please note:

1. Milestones help communicate information about key accomplishments throughout the project.
  - Adding milestones should be discussed with your VDOT Project Coordinator before entering milestone information.
2. The milestone description and original completion dates cannot be changed once entered. (Refer to Picture 10)

The screenshot displays the 'Editing Non VDOT Administered Project Update Form' interface. At the top, it shows 'Project UPC: 108497' and 'Update Due: 06/05/2018 @ 5:00PM'. A navigation bar includes 'View Project', 'Project Info', and 'Milestones' (the latter is circled in red with a yellow arrow labeled '1'). Below this, a '+Add Milestone' button is visible. The main form area contains three input fields: 'Description', 'Original Completion Date', and 'Actual Completion Date'. Each field has a calendar icon and a red error message below it: 'Description is required to submit' and 'Original Completion Date is required to submit'. A 'Remove Milestone' button is located at the bottom right of the form. At the bottom of the page, there is a 'Submit Update' button and a 'Previous' button with a circular arrow icon.

Picture 10 – Edit the Project Update Form and Entering Milestones

When entering milestone information:

1. If you do not have all of the required information to complete the form, you can return to the view screen by clicking the “View Project” button at the top of the page.
2. Another option to return to the previous screen without adding, removing or submitting milestone data is to click the “Previous” arrow located at the bottom of the screen.
3. If you have the required information, you can enter the data and click the “Submit Update” button.

Submitting an update will result in an onscreen acknowledgement that the update has been successfully submitted. Refer to Picture 11 below.

The screenshot displays the 'Editing Non VDOT Administered Project Update Form' interface. At the top left, a 'View Project' button is circled in red with a yellow arrow pointing to it. Below this are 'Project Info' and 'Milestones' tabs. The main form area contains three input fields: 'Description', 'Original Completion Date', and 'Actual Completion Date'. Below these fields are two red error messages: 'Description is required to submit' and 'Original Completion Date is required to submit'. At the bottom left, a 'Previous' button is circled in red with a yellow arrow pointing to it and the number '2' next to it. At the bottom right, a 'Submit Update' button is circled in red with a yellow arrow pointing to it and the number '3' next to it. Other buttons include '+Add Milestone' and 'Remove Milestone'. The page title is 'Editing Non VDOT Administered Project Update Form' and the Project UPC is 108497. The update due date is 06/05/2018 at 5:00PM.

Picture 11 – Editing the Project Update Form; Exiting the Update Form and Submitting Updates

The data dictionary in this section provides a list of the fields available within NVAP, a brief description, an indicator as to whether or not the field is required, if monthly updates are required, and which fields are pre-populated; along with the user permissions for the VDOT Project Coordinator and the Local user roles.

1. All data fields should be reviewed by the Local user.
2. Highlighted fields in the table represent fields that require monthly updates.

Field Name	Definition	Is Required?	Pre-populated?	VDOT Project Coordinator	Local User
<b>Organization</b>	Jurisdictions that may manage a project.	Yes	Yes	View	View
<b>UPC</b>	Unique number used to identify projects.	Yes	Yes	View	View
<b>District</b>	The primary VDOT construction district responsible for a project.	Yes	Yes	View	View
<b>Residency</b>	A sub-district entity responsible for maintenance and construction operations for a defined group of jurisdictions.	No	Yes	View	View
<b>Road System</b>	Roadway classification system: Primary, Urban, Secondary, etc.	No	Yes	View	View
<b>Route</b>	The number identifying the road where the project will take place.	No	Yes	View	View
<b>Administered By</b>	Management of the project: VDOT, Locally, DRPT, or other entity.	Yes	Yes	View	View
<b>Description</b>	A narrative briefly describing the project.	Yes	Yes	View	View
<b>Type of Work</b>	Broad category describing the work proposed in the project.	Yes	No	Add	Add
<b>VDOT Project Coordinator</b>	VDOT local project liaison that will display on the Public Dashboard.	Yes	Yes	Edit	View
<b>VDOT Project Coordinator Phone</b>	VDOT local project liaison phone number that will display on the Public Dashboard	Yes	Yes	Edit	View

Field Name	Definition	Is Required?	Pre-populated?	VDOT Project Coordinator	Local User
<b>VDOT Project Coordinator Email</b>	VDOT local project liaison email address that will display on the Public Dashboard	Yes	Yes	Edit	View
<b>Locality Project Manager</b>	Locality project manager that will display on the Public Dashboard	Yes	Yes	Edit	Edit
<b>Locality Project Manager Phone</b>	Locality project manager phone that will display on the Public Dashboard	Yes	Yes	Edit	Edit
<b>Locality Project Manager Email</b>	Locality project manager email that will display the Public Dashboard	Yes	Yes	Edit	Edit
<b>Construction Company</b>	Contractor awarded on the contract	Yes	No	Add	Add
<b>Original Contract Completion Date</b>	Project construction completion date specified on awarded contract	Yes	No	Add	Add
<b>Current Contract Completion Date (*Monthly)</b>	Original contract completion date plus any approved time modifications due to change orders.	Yes (same as prior or initial update)	No	Edit	Edit
<b>Contract Acceptance Date</b>	Ending C-5 Date (all punch list items should be completed as well as the final inspection prior to this date) C-5 should be signed by locality and VDOT project coordinator.	No	No	Add	Add
<b>Contract Award Amount</b>	The amount of the contract value awarded to the contractor. This is the amount on the executed contact. (does not include CEI or contingencies)	Yes	No	Add	Add
<b>Current Contract Amount (*Monthly)</b>	The contact award amount plus any approved modifications due to change orders.	Yes	No	Edit	Edit

<b>Cost of Work To Date (*Monthly)</b>	<b>Total amount of all approved contractor expenditures / invoices since the award of the contract.</b>	<b>Yes</b>	<b>No</b>	<b>Edit</b>	<b>Edit</b>
<b>Comments</b>	Project related comments displayed on the Public Dashboard that provide additional information about the project status. Include any comments to describe project delays or increases to contract amount since last monthly update.	No	No	Edit	Edit
<b>Update due date</b>		Yes	No	View	View
<b>Is Archived?</b>	When the project is completed and will be archived in the Smart Portal database	No	No	View	View
<b>Project Team Site</b>	URL of project website if one exists	No	No	Edit	Edit
<b>Milestone Description</b>	Only for contracts that have key events that determine status - a narrative that briefly describes the event	No	No	Add	Add
<b>Milestone Original Completion Date</b>	Only for contracts that have key events that determine status - the original/planned date of completion for milestone	No	No	Add	Add
<b>Milestone Actual Completion Date</b>	Only for contracts that have key events that determine status - the actual date of completion for milestone	No	No	Add	Add

Please note the following:

1. Fields that allow the user to “Add” data cannot be edited later.
2. Email Notifications – NVAP includes a feature that provides email notifications to the local project manager and VDOT project coordinator 35 days prior to a required update. An email notification is also sent, if a due date is missed. Both the local project manager and VDOT project coordinator will receive weekly emails until NVAP is updated. With each monthly update, the due date is reset. Optional updates also trigger an email notification.